



ASSISTANT PROJECT MANAGER

Planning and Building Department **CIVIC PROJECTS**

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

***The closing date for this competition has been extended to Friday April 26, 2019.
New applications are welcome!***

Competition No: 2019-027

Reporting to the Manager Civic Building Projects, this is administrative and technical work involving project liaison and coordination of design and construction work for a variety of buildings and facilities; the preparation of various reports, project specifications, schedules, budgets, documents, and related matters; and field inspection of work performed. The incumbent assists a supervisor in the management of specific projects. Coordinates design and construction work for related projects; prepares terms of reference for the selection of architectural and engineering consultants; coordinates and participates in the preparation of reports, tender documents, and contracts for the project. Acts as a liaison and coordinator between architectural, engineering and/or construction firms, and user departments to ensure desired results; prepares project schedules and budgets; attends all project committee meetings as a resource person; reviews plans and working drawings at various stages for conformance to project guidelines and established standards. Prepares and maintains a variety of materials such as records, technical and status reports, correspondence, and project specifications; reviews all invoices, change orders, and other payment claims for accuracy, investigates discrepancies, recommends approval or other actions to superior. Conducts field inspections; ensures that all work performed is in accordance with contractual terms and established regulations; arbitrates minor disputes regarding contract interpretations, construction practices, standards, and methods; reviews and advises on proposed changes; monitors and assesses construction progress. Performs related work as required.

Qualifications include graduation from an Institute of Technology with a Diploma in Building Technology, including or supplemented by courses in project management plus sound related experience or an equivalent combination of training and experience. Thorough knowledge of related building costs, materials, methods and practices; considerable knowledge of architectural design and construction principles and practices and engineering practices and procedures; construction terms of reference and contracts, and BC Building Code, zoning and related municipal legislation. Ability to coordinate the design process, construction work, and scheduling for civic buildings and facilities; to review, analyze, assess and interpret related plans, specifications, and contracts; to deal effectively and tactfully and maintain cooperative working relationships with a variety of internal and external contacts; and to prepare and maintain related reports, records and correspondence. Driver's Licence for the Province of British Columbia is required.

SALARY: \$6,550 – 6,822 – 7,115 – 7,424 – 7,739/month (Pay Grade 28)
STATUS: Regular Full Time
SCHEDULE: 70 hours bi-weekly; Monday to Friday 8:00 AM - 4:45 PM
SPECIAL NOTES: Normal for CUPE 23 Inside Division Collective Agreement

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

*Please contact Human Resources at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Reference: 50004165

Apply online at www.burnaby.ca/careers

City of Burnaby
Human Resources
4949 Canada Way
Burnaby BC V5G 1M2